

# **7 FAM 520 DEPARTMENT OF THE TREASURY**

*(TL:CON-26; 11-30-86)*

## **7 FAM 521 INTRODUCTION**

*(TL:CON-26 11-30-86)*

### **7 FAM 521.1 Responsibility**

a. The U.S. Department of the Treasury is charged with maintaining the Treasury of the United States. It manages funds received by the U.S. Government and provides services related to the Nation's finances.

b. As the financial agent for the U.S. Government, the Treasury Department's financial and fiscal policies affect the policies and procedures followed, both domestically and abroad by Federal benefits-paying agencies that carry on overseas operations.

c. This subchapter describes the consular role in the Treasury's overseas operations.

### **7 FAM 521.2 Authority**

a. The Department of the Treasury derives its basic authority from the act of Congress that created it: "An Act to establish the Treasury Department, September 2, 1789"; 1 Stat. 65; 31 U.S.C. 101.

b. The basic authority has been amended many times since, most notably by Public Law 97-258, September 13, 1982 (96 Stat. 878 et seq.). Additional authorities are cited in this subchapter where appropriate. See also section 7 FAM 502 for information about the performance of services for all Federal agencies which relate to the Foreign Service of the United States.

### **7 FAM 521.3 Consular Role**

a. Consular personnel abroad function as intermediaries between beneficiaries abroad and benefits-paying Federal agencies. Consular personnel expedite Treasury check delivery to beneficiaries abroad and promptly notify paying agencies of nonreceipt of checks, change of status, and benefits-related problems.

b. Consular personnel must adhere to the legal requirements set forth by the Treasury Department and advise beneficiaries in their consular districts about such requirements.

### **7 FAM 521.4 Definitions**

The following terms and acronyms commonly used in Federal benefits work appear in this subchapter:

1. "Account number" means the number that identifies the official agency records pertaining to an individual beneficiary or claimant.

2. "Beneficiary" means a person who receives something of benefit, such as income from a trust; or a person named, as in a retirement or disability insurance policy, to receive proceeds or accruing funds.
3. "Benefit check" means payment of a benefit by a negotiable instrument drawn by the Treasury, as authorized by a benefits-paying agency, to an entitled beneficiary.
4. "Benefits-paying agency" means a Federal agency which authorizes disbursement of Treasury funds to designated qualifying beneficiaries.
5. "DO" means a central or regional office charged with disbursing Treasury funds, as authorized by a benefits-paying agency, or a disbursing officer at such office.
6. "Federal benefits" means benefits or assets available on application from Federal agencies to persons who establish their entitlement to such benefits.
7. "Negotiable" means that a bill of exchange can be converted into cash or the equivalent value.
8. "Non-negotiable" means that a bill of exchange cannot be converted into cash or the equivalent value.
9. "Power of attorney" means a legal instrument authorizing someone or some entity to act, for a specified purpose, as the agent or attorney of the grantor of the authority.
10. "RAMC" means a regional administrative and management center at certain designated Foreign Service posts.
11. "SSA" means the Social Security Administration, Department of Health and Human Services (see subchapter 7 FAM 530 ).
12. "Treasury check" means a preprinted order drawn on the Treasury of the United States directing a bank or other financial institution to pay the amount of money designated to the person named on the order. Treasury accredits the designated amount to the disbursing bank or office.

# **7 FAM 522 TREASURY CHECK PROCEDURES AT POST**

## **7 FAM 522.1 Federal Disbursement Function**

a. The paying of checks drawn on the U.S. Treasury is a major function of the Department of the Treasury (31 U.S.C. 3328). The Treasury Department serves as a disbursing agent for other Federal departments and agencies. Checks received at post are sorted and distributed as described in sections 7 FAM 504.2-2 and 7 FAM 522 through 7 FAM 525 .

b. Treasury checks remain negotiable indefinitely. They need not be returned for replacement because of age.

## **7 FAM 522.2 Transmission of Checks to Posts**

### **7 FAM 522.2-1 Bulk Shipment**

Individually enveloped Treasury checks are sent to posts for distribution through the Department of State pouch service or direct to certain posts by APO or FPO facilities (see section 7 FAM 506.2 ). The checks are distributed by the consular section to payees residing within the consular district(s) for which the posts deliver checks. Benefit checks are mailed by Treasury Regional Financial Centers 3 to 4 days before the date printed on the checks. Because the packages of checks are sent by registered mail, it is difficult, if not impossible, to trace a package that does not arrive at a post on time.

### **7 FAM 522.2-2 Check Delivery Expenses**

Expenses entirely incident to the shipment and mailing of Treasury checks, such as postage, are reimbursed by the Department of the Treasury on an estimated annual lump-sum basis. Such expenses are charged to the post's salaries and expenses (S & E) program allotment.

## **7 FAM 522.3 Check Delivery Procedure**

a. In each package of Treasury checks is a list, by issue number, of the checks enclosed (except for those made out for daily and miscellaneous payments). Upon receipt of a package of checks, the consular officer first identifies on the accompanying list those checks for which card forms OF-273, Change in Status in Federal Agency Beneficiary (formerly RO-35; see 7 FAM 522 Exhibit 522.3A ), have been prepared at post (see section 7 FAM 506.6-2 on reports from beneficiaries that affect their payments). Next, the officer separates such checks for the required special handling.

b. Then the remaining checks are mailed to the payees under the procedures listed in this section. These procedures must be followed at all posts unless the Department of State has authorized an exception on the basis of a written justification from the post. The Federal benefits personnel should:

(1) Deliver a check to a payee on or after the date shown on the check, which also is shown on the check list--never before the issue date.

(2) Rubber stamp undeliverable (returned) checks **"NOT NEGOTIABLE"** in the area immediately below the last line of the address and above the solid line at the bottom of the check. Also, write the reason-for-return code in the area immediately to the right of the likeness of the Statue of Liberty, directly above the solid line at the bottom of the check.

(3) Return the stamped checks immediately to the issuing Treasury Regional Financial Center, Military Finance Center, or U.S. Disbursing Officer (DO) (see 7 FAM 522 Exhibit 522.3B for addresses). The checks should be coded with a reason for the return. A maximum of two Treasury checks may be held at a post while an attempt is made to locate the payee. If the payee is not located, return the two checks being held by the post and all subsequent checks as stated in this paragraph.

(4) Notify the paying agency immediately by telegram (see 7 FAM 522 Exhibit 522.3B ) when a payee informs the post of a change of address, so that the payment record can be changed promptly (see section 7 FAM 506.3 on communications and 7 FAM 522.8 on methods used for agency notification). The post subsequently redirects checks received to the new address, using form OF-273 (RO-35) or gummed label, for up to 3 months. If the address on the check has not been changed after 3 months by the paying agency, the consular officer sends a follow-up telegram to the paying agency.

(5) Forward checks to the check distribution post in another foreign country, when the payee has moved to such country, by air pouch or APO/FPO. If checks are forwarded to a payee who has returned to an address in the United States, the checks should be redirected in a properly addressed envelope to the U.S. address by APO/FPO mail or, if necessary, by air pouch.

(6) Hold checks up to 60 days for a payee who will be absent temporarily from the payee's place of residence. Posts also are authorized to hold checks up to 60 days for pick-up by a payee who has not yet established a local mailing address. Each payee must establish a local mailing address promptly and furnish it to the benefits-paying agency.

**NOTE:** When checks are held for a payee, the payee must personally sign form OF-273 or the Treasury check list to acknowledge receipt of the checks.

**NOTE:** In special circumstances when it is expeditious or advisable to hold or forward checks for periods longer than 60 days, authority to do so must be requested from the Chief Disbursing Officer, U.S. Treasury Department, Treasury Annex No. 1, Washington, D.C. 20226.

(7) Mail checks to payees using regular first-class, not registered, mail. The Treasury Department refunds the cost of postage to the Department of State annually.

## **7 FAM 522.4 Disposition of Misdirected Checks**

### **7 FAM 522.4-1 Package of Checks**

a. When a post receives from a Treasury Financial Center a package of checks intended for payees in a consular district where the post is not authorized to administer distribution, the package is redirected immediately to the authorized post by the fastest means possible, either directly between posts or through the Department.

b. A telegram is dispatched immediately to the authorized post, advising of the redirect (see 7 FAM 522 Exhibit 522.4-1 ). The telegram should include the date of receipt of the checks, date of reshipment, the Federal Agency involved, and the number and date of the checks, as shown on the check listing. The Treasury Chief Disbursing Officer (F-FO:OG:PIB), pertinent paying agency, and the Department (CA/OCS/CCS) should be shown as information addresses on such telegrams.

c. If a package of checks reaches the wrong post because of a pouching error, the telegram subject line should state: **"IMPROPERLY POUCHED TREASURY CHECKS."** If the checks reached the wrong post because the package was incorrectly labeled, the telegram subject line should state: **"IMPROPERLY LABELED TREASURY CHECKS."**

d. When a package of checks reaches the wrong post because the package was incorrectly labeled, the receiving post should retrieve the package label and return it to the Chief Disbursing Officer, U.S. Treasury Department, Division of Disbursement, Treasury Annex No. 1, Washington, D.C. 20226, with a copy of the post telegram that reported the mislabeling of the package.

## **7 FAM 522.4-2 Individual Checks**

The consular officer disposes as follows of individual checks properly addressed to the payee but sent to the wrong post:

(1) Notify the authorized distribution post that the checks are being sent immediately by air for specified individuals.

(2) Notify the paying agency by separate telegram. The telegram should include the type of payment, approximate date of payment, payee name, and complete claim or account number. Prepare a separate telegram for each type of payment.

## **7 FAM 522.4-3 Agency Addresses and Routing Indicators**

Addresses and routing indicators for agency notification telegrams are provided in 7 FAM 522 Exhibit 522.3B .

**NOTE:** The Department of the Treasury uses a three-digit code to sort foreign addressed checks. The code is printed on the checks where the U.S. ZIP Code appears on domestic mail. Only checks addressed to Canada and Mexico do not carry the three-digit code. The sorting code for each post also is printed in the heading of the check listing. If an incorrect sorting code caused the misrouting of the check, so indicate in the notification telegram.

**NOTE:** For Veterans Administration payments, indicate the payee code located beneath the check number. This is a two-digit number appearing at the beginning of the third line of a group of figures to the left of the amount shown.

## **7 FAM 522.5 Reporting Loss of Bulk Shipment of Checks**

a. Occasionally packages or boxes of monthly checks are placed in a pouch for a post other than the one for which they are intended, or they may be lost through theft or accident before or after they reach the Department of State for pouching. When a post has not received an expected shipment of checks by the 20th of the month, and has not been informed that delivery was delayed for some reason, the post immediately should implement mass loss procedures.

b. Under no circumstances should mass loss procedures be initiated before the 20th of the month. Experience has shown that the majority of bulk check shipments delayed in the mail ultimately arrive at post by the 20th of the month.

c. If the bulk check shipment still has not arrived by the 20th of the month, the following sequence of actions must be initiated:

(1) The post must immediately send a telegram to the paying agency with information copies to the Departments of Treasury and State (for Treasury use caption: FOR F-FO:OG:PIB) no sooner than the 20th and no later than the 22nd of the month. The telegram should include all possible identifying information such as type of payment, date of checks and, if part of shipment is received, indicate the beginning and ending check numbers.

(2) Upon receipt of above telegram, payments will be reissued based on submission of a nonreceipt tape by the paying agency to the appropriate Treasury Regional Financial Center. (Reissued payments will be cross-referenced to original check numbers.)

d. If the original checks arrive after notification that replacement checks have been issued, the post should distribute whichever set is received first. Every precaution must be taken to assure that all of the other checks, whether few or many in number, are stamped "**NOT NEGOTIABLE**" and returned promptly to the issuing Treasury Regional Financial Center indicated on the address label.

## **7 FAM 522.6 Reporting Nonreceipt of Check by Payee**

### **7 FAM 522.6-1 When Post Has No Record of Check**

When a payee inquires about a check which is not on the Treasury listing or otherwise of record at post, possibly no check was issued. In this case, the post telegraphs the paying agency, including the payee's name, address, and complete claim or account number with all prefixes and/or suffixes. Inquiries about social security checks may be made by direct input at claims taking posts (see sections 7 FAM 522.8 and 7 FAM 534.2 ).

### **7 FAM 522.6-2 When Post Has Record of Check**

When a payee reports the loss, theft, destruction, or other problem involving a benefit check recorded at post as having been mailed or delivered to the payee, the following action is required:

(1) The payee should prepare a signed statement or letter notifying the post of the reported nonreceipt, loss, theft, or destruction of a check.

(2) The post telegraphs the paying agency, giving an explanation for the loss of the check, and including the complete check description as shown on the Treasury list, the type of payment, date of payment, and the payee's name, address, and complete claim or account number with any prefixes or suffixes.

(3) For social security checks, designated claims-taking posts may submit by direct input the report of nonreceipt, loss, theft, or destruction of a check.

(4) If the check is lost after the payee signs it, the payee must place a claim against the bank which cashed the check. Treasury will not issue a substitute check.

## **7 FAM 522.7 Record Keeping**

### **7 FAM 522.7-1 Minimal Records**

In keeping with the Paperwork Reduction Act of 1980 (Public Law 96-511, December 11, 1980), post records on the receipt and distribution of Treasury checks, and pertinent events, should be kept to a minimum, as stated in the following paragraphs.

### **7 FAM 522.7-2 Treasury Lists**

a. Each package of checks is accompanied by a list prepared by the Treasury Department, for regular recurring monthly benefit payments only (daily and miscellaneous payments are excluded). The list includes the account number, disbursing office (DO) symbol, check numbers, and the amount of each check.

b. The listings, together with a supplemental card file for transient information, constitute the post's basic record of payees in the consular district or districts for which the post delivers checks and of the receipt and mailing of the checks.

c. When a list of packaged checks is received, the consular staff:

- (1) Stamps the date of receipt of the package of checks on the list; and
- (2) Notes on the list the date the checks are mailed to the payees by the post.

**NOTE:** The post may assume that the data on the list is correct. There is no need to count the checks or to compare the checks with the list.

### **7 FAM 522.7-3 Supplemental Records**

a. The post should retain transitory information affecting the delivery of individual checks in a 3 inch by 5 inch card file. The form OF-273 tab card prepared at post (last copy in the set) may be used for these files.

b. The purpose of retaining these cards is to:

- (1) Identify payees who temporarily are picking up their checks at post;
- (2) Record a local change of address for reference until the new address appears on the payee's check; and
- (3) Record some other event affecting delivery of a check, such as a payee's death or return to the United States.

## **7 FAM 522.7-4 Disposition of Records**

a. The posts should retain the check lists and transitory information cards for a period of 1 year after the last pertinent action is completed (see 7 FAM 504.2-2 (1) on control of checks; and Department of State Records Management Handbook, Appendix B, Foreign Service Post Records Disposition Schedules, Chapter 9, Section 3, Item 9315).

b. Thereafter the records should be destroyed in compliance with Department of State security regulations (see 5 FAM 964 ).

## **7 FAM 522.7-5 Photocopies of Checks**

It is illegal to photocopy an entire Treasury check without U.S. Secret Service approval (18 U.S.C. 474), but copying part of a check at post is permissible when required for justifiable temporary administrative purposes. When no longer required, such copies must be destroyed in compliance with Department of State security regulations (see 5 FAM 964 ).

## **7 FAM 522.8 Change in Payee Status**

### **7 FAM 522.8-1 Necessary Post Actions**

a. When any change in payee status, such as change of address, change of name, or death, is made known to a post, the post must:

(1) Notify the paying agency; and

(2) Return the check to the issuing Treasury Financial Center, except for a change of address, in which case the check may be redirected to the authorized post (see section 7 FAM 522.3 b(4)).

b. Notification to the paying agency may be by direct input (for SSA), by telegram (for all other agencies), or by use of form OF-273, Change in Status for Federal Agency Beneficiary, following procedures stated in sections 7 FAM 506.6-2 on the Federal check process, 7 FAM 522.8-2 , and 7 FAM 522.8-3 .

### **7 FAM 522.8-2 Notifying Benefits-Paying Agency by Direct Input**

Instructions for direct input of Social Security Administration changes of address and death notices are in a separate manual. This is provided to posts with direct input facilities by the Federal Benefits Officers (FBO's) at these particular posts.

### **7 FAM 522.8-3 Notifying Benefits-Paying Agency by Telegram**

a. Use telegrams to report changes in payee status (such as marriage, divorce, adoption, or employment) that may affect entitlement to benefits from the Social Security Administration and other paying agencies. Routine telegrams should include the payee's complete name and address, account or claim number with all prefixes and suffixes, and the reason for the type of action requested. **Prompt notification is essential.**

b. A separate telegram must be prepared for each agency involved with a payee. See 7 FAM 522 Exhibit 522.3B for agency telegraphic addresses.



## **7 FAM 522.8-4 Notifying the Benefit-Paying Agency by Form OF-273**

### **a. Card Form Notification (By Mail)**

An alternate method of notifying the paying agency and Treasury of a payee's change in status is by use of form OF-273 (formerly RO-35), Change in Status for Federal Agency Beneficiary (see section 7 FAM 506.6-2 on the Federal check process). A separate form must be prepared for each individual case. Form OF-273 may be requisitioned from GSA. Posts should stock no more than a 12-month supply.

### **b. Preparation of Form OF-273**

(1) This form is used to report individual address changes, name changes, death of a payee, and death of a beneficiary. The distinction between "payee" and "beneficiary" (see section 7 FAM 521.4 ) is applicable in instances where the payee receives benefits for another who is the beneficiary or person actually entitled to the benefits.

(2) Whenever possible the form should be prepared by the consular staff in the consular office. If present, the payee should sign the completed form and review it for accuracy. If the payee is not present, the form must be signed by the consular employee who prepares it.

(3) Written communications from the payee bearing the payee's signature should be attached to the original copy of the form, which is sent to the paying agency.

**NOTE:** In completing the form, check addresses must be limited (or reduced) to **six lines of no more than 22 characters per line, including spaces and punctuation**. Therefore, posts should use abbreviations whenever possible, conforming to local postal regulations. Addresses should be typed exactly as they should appear on the checks. The country name must be in the last line of an address and cannot be abbreviated.

**NOTE:** The payee claim or account number with all prefixes and suffixes must be included on each form because agency records are maintained and located by these numbers.

### **c. Distribution of Copies**

(1) The original is mailed to the paying agency with any written communication bearing the payee's signature.

(2) Additional copies of form OF-273 may be used to redirect checks to a new address. When a U.S. Disbursing Officer converts payments to local currency for another post, whichever post prepares the form OF-273 should send a copy of the OF-273 to the other involved post (for example, the Regional Administrative and Management Center (RAMC) in Bangkok converts payments for Burma, India, and Pakistan). Posts which receive their checks in local currency should be sure to notify the correct RAMC of payee changes.

(3) The last copy is a tab card for post records. Extra copies should be retained for use later, if needed, until the requested changes have been made by the paying agency.

## **7 FAM 522.8-5 Returning Checks to Treasury When Paying Agency Has Been Notified**

### **a. DO NOT SEND CHECKS TO THE PAYING AGENCIES.**

b. Undeliverable local currency checks should be returned to the U.S. Disbursing Officer at the return address on the check envelope.

c. Undeliverable Treasury checks must be returned to the issuing Treasury

Regional Financial Center or Military Finance Center (see 7 FAM 522 Exhibit 522.3B ). The post can determine to which center the check should be returned from the city name preprinted on the top of the check.

d. Checks returned to a Treasury Financial Center should be coded in the lower left corner to show the reason for return. See the "reason-for-return" codes shown in 7 FAM 522 Exhibit 522.8-5 .

e. The various agencies use different codes. The paying agency can be identified from a check legend which appears under the check amount. The legends used by the agencies are indicated also on the list of return check codes. Marking the proper code is imperative to preclude termination of benefits.

f. Undeliverable (returned) checks must be stamped **"NOT NEGOTIABLE"** in the area immediately below the last line of the address and above the solid line at the bottom of the check. Also, the reason for return codes must be written in the area immediately to the right of the likeness of the statue, directly above the solid line at the bottom of the check. Care must be taken not to staple or mutilate and Treasury checks.

## **7 FAM 523 CHECK REPLACEMENT**

a. When a payee reports a check as lost, stolen, or destroyed, the post should notify the paying agency immediately.

b. If a payment was issued, the agency will send the report of nonreceipt to the issuing Treasury Regional Financial Center with the information needed to identify the check. The Regional Financial Center places a stop payment on the check and forwards the claim to the Check Claims Group, U.S. Treasury Department.

**NOTE:** The Check Claims Group processes claims for all Treasury checks, including those issued by military disbursing offices and the U.S. Postal Service. The processing may require extensive verification and investigation, often spanning 9-12 months.

c. If the check was paid prior to receipt of the request for stop payment, the Check Claims Group sends the payee a photocopy of both sides of the check for examination of the endorsement. A claim form also is sent to the payee for completion and return if the endorsement on the check is not genuine or authorized.

d. If the check is outstanding when the stop payment is placed, the Check Claims Group may authorize immediate issuance of a substitute check or may require the payee to execute a form TFS-2240, Undertaking of Indemnity-Substitute Checks. The TFS-2240 is provided by the Division of Claims (see section 7 FAM 524 ).

## **7 FAM 524 RECEIPT OR RECOVERY OF ORIGINAL CHECK**

a. If the original check is received at post after the report of nonreceipt has been submitted, it may be cashed immediately. Checks presented for payment after receipt of a request for stop payment and bearing a genuine endorsement are honored by the Treasury Department.

b. If a substitute check is received after the original has been negotiated, the post must deface the substitute with the legend, "**NOT NEGOTIABLE**," and return the substitute to:

U.S. Department of the Treasury  
FMS/Check Claims Group  
Stop Pay Branch, Room 700A  
(PGC II)  
P.O. Box 1849  
Hyattsville, Maryland 20788

c. If the substitute check is received and negotiated and later the original is received, the post must return the original check to the Check Claims Group, as specified in section 7 FAM 524 .

d. Under no circumstances should both the original and substitute checks be cashed.

## **7 FAM 525 POWER OF ATTORNEY INSTRUMENTS**

### **7 FAM 525.1 Legal Documents**

a. A power of attorney is a legal instrument authorizing a person or entity to act for a specified purpose as the agent of the person granting the authority. Power of attorney forms are used to authorize negotiation of Treasury checks by an entity other than the inscribed payee.

b. In all cases, the power of attorney form is retained by the entity in whose favor it is drawn (the authorizer's agent). Foreign Service posts should NOT send such forms to the Treasury Department.

### **7 FAM 525.2 Agency Requirements**

a. Some paying agencies (such as the Social Security Administration) only accept power of attorney form SF-233 (to a financial institution; see section 7 FAM 538.1 ). If a power of attorney form other than SF-233 is submitted, the post should contact the paying agency for guidance before releasing the check(s).

b. The three forms now available are:

(1) **Standard Form 231**, Power of Attorney by Individual for the Collection of Checks Drawn on the U.S. Treasury. A general power of attorney on this form may be executed by an individual, firm, or sole owner for checks drawn on the U.S. Treasury, in payment for: (a) redemption of currencies or for principal or interest on U.S. securities; and (b) goods and services. This form may not be used to instruct the internal Revenue Service to mail a tax refund check to someone other than the taxpayer (for that purpose only IRS form 2848 may be used).

(2) **Standard Form 232**, Power of Attorney by Individual for the Collection of Specified Check Drawn on the U.S. Treasury. A specific power of attorney on this form may be used to authorize the endorsement of any class of check drawn on the U.S. Treasury. It must be executed after issuance of the check and must describe the check in full.

(3) **Standard of Form 233**, Power of Attorney by Individual to Bank for the Collection of Checks Drawn on the Treasury of the United States. A specific power of attorney on this form may be used for classes of payments other than those shown under SF-231. The form provides for naming a financial organization as attorney in fact and states that the instrument is not given to carry into effect an assignment of the right to receive the payment, either to the attorney in fact or to any other person. Beneficiaries routinely use Form SF-233 to have payments sent directly to a financial organization outside the United States. Concurrently with such action, posts should submit a change of address to the benefits-paying agency, as indicated on the reverse of the form.

## **7 FAM 526 INVESTIGATIONS**

a. Periodically, the Treasury Department or another agency requests an investigation and report of a situation involving loss, destruction, nonreceipt of checks, or fraudulent negotiation. The post cooperates in every way possible in such investigations but incurs no related expenses unless prior agency authorization has been received.

b. The post reports by telegram to the requesting agency unless a specific form is supplied by the requesting agency for return in an envelope addressed to the agency. No copy is sent to the Department of State.

## **7 FAM 527 THROUGH 529 UNASSIGNED**

# 7 FAM 522 Exhibit 522.3A

## Sample Change in Status for Federal Agency Beneficiary OF-273

### Sample Change in Status for Federal Agency Beneficiary OF-273

U.S. GOVERNMENT PRINTING OFFICE: 1977 - 238-523		
CHANGE IN STATUS FOR FEDERAL AGENCY BENEFICIARY.		
NAME OF PAYEE (AS SHOWN ON CHECK) Reginald G. Myners		PROGRAM AGENCY OPM
CLAIM OR ACCOUNT NO. (SHOW ALL PREFIXES AND SUFFIXES) CSA 000 00 00		
(LAST)	(FIRST)	(MIDDLE)
NAME OF WORKER, VETERAN, RETIREE, OR NEW NAME* (WHEN NAME CHANGE CASE—IF OTHER THAN SHOWN ABOVE):		<input checked="" type="checkbox"/> ADDRESS CHANGE (SHOW OLD ADDRESS UNDER COMMENTS—ALSO INCLUDE NEW ADDRESS IF NOW TO BE SHOWN ELSEWHERE ON THIS FORM):
(LAST)	(FIRST)	(MIDDLE)
TYPE NAME OF PAYEE AS SHOWN ON CHECK AND NEW ADDRESS—USE CORRECT LOCAL ABBREVIATIONS (NOT FOR USE WITH CHANGE OF NAME CASES)		<input type="checkbox"/> NAME CHANGE (See *) <input type="checkbox"/> DEATH OF PAYEE <input type="checkbox"/> DEATH OF BENEFICIARY: <input type="checkbox"/> CHECK RETURNED TO D.O.
Reginald G. Myners Chase Bank 5 de Mayo Br. Acct. 999 9 99999 9 Panama 9A, Rep. de Panama 806		<input type="checkbox"/> DATE OF DEATH: <input type="checkbox"/> OTHER (Specify):
SIGNATURE OF PAYEE (IF POSSIBLE—MANDATORY FOR SSA CASES FOR OTHER THAN CHG. OF ADD. OR DEATH CASES) <i>Reginald G. Myners</i>		SIGNATURE & TITLE OF CONSULAR EMPLOYEE (WHEN NOT SIGNED BY PAYEE)
10/31/86 (DATE SIGNED)		LOCATION OF POST Amembassy Panama
50273-101		U.S. DEPT. OF TREASURY OPTIONAL FORM 273 (2-77)

# 7 FAM 522 Exhibit 522.3B

(TL:CON-26; 11-30-86)

## Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies

Posts may communicate directly with the Federal benefits-paying agencies. This list is provided to assist posts in providing reasonable services to 400,00 U.S. citizen and alien beneficiaries residing abroad.

Please refer to the various subchapters in 7 FAM 500 which discuss situations in which the Department of State should become involved. Posts should show the Department (CA/OCS/CCS) as an information copy addressee on any pertinent sensitive or public relations problems that may arise.

Agency or Department	Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers
Department of the Treasury	<p>Use the following addresses only for NONRECEIPT OF BULK CHECK SHIPMENT AND MISDIRECTED CHECKS. Refer ALL OTHER check inquiries to the appropriate Federal benefits-paying agency. Send information copy telegram to the pertinent agency and the Department (CA/OCS/CCS).</p> <ol style="list-style-type: none"><li>Telegraphic routing indicator:  RUEATRS/TREASURY DEPT/WASH DC</li><li>Telegraphic caption line:  FOR F-FO:OG:PIB</li><li>Mailing Address:  Department of the Treasury Operations Group Treasury Annex No. 1, Room 526 Madison Place and Pennsylvania Avenue, N.W. Washington, D.C. 20226</li><li>Telephone Number: Not Available</li><li>Mailing addresses of Treasury Regional Financial Centers  U.S. Department of the Treasury Financial Management Service Regional Financial Center P.O. Box 2907 Austin, TX 78769-2907  U.S. Department of the Treasury Financial Management Service Regional Financial Center P.O. Box 2451 Birmingham, AL 35201-2451</li></ol>
(continue)	

<b>Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued</b>	
<b>Agency or Department</b>	<b>Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers</b>
<b>Department of the Treasury</b> - continued	<p>5. Addresses, Regional Centers, continued</p> <p>U.S. Department of the Treasury Financial Management Service Regional financial Center P.O. Box 8670 Chicago, IL 60680-8670</p> <p>U.S. Department of the Treasury Financial Management Service Regional financial Center P.O. Box 3329 Kansas City, KS 66103-0329 Code are identical.</p> <p>U.S. Department of the Treasury Financial Management Service Regional financial Center P.O. Box 8676 Philadelphia, PA 19101-8676</p> <p>U.S. Department of the Treasury Financial Management Service Regional financial Center P.O. Box 3858 San Francisco, CA 20013-2229</p> <p><b>NOTE:</b> In six of the Regional Financial Center addresses the P.O. Box number and the last four digits of the ZIP</p> <p>Per Treasury, the Kansas City address is different.</p>
<b>Social Security Administration,</b>  <b>Department of Health and Human Services</b>          (continued)	<p>1. Telegraphic routing indicator:</p> <p>a. For all SSA communications use:</p> <p>RUSAFDY/USINTPSC/SSA/BALTIMORE MD</p> <p>b. If special urgency or hardship is involved, add the following notation to the caption line:</p> <p>ATTENTION: SENSITIVE CASE STAFF</p> <p>2. Direct input telegraphic routing indicator for use by claims-taking posts:</p> <p>RUSAFZO/SSAINTPSC/BALT MD</p>

<b>Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued</b>	
<b>Agency or Department</b>	<b>Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers</b>
<b>Social Security Administration - continued</b>	<p>3. Mailing address:</p> <p style="padding-left: 40px;">Social Security Administration International Program Service Center P.O. Box 1756 Baltimore, MD 21203</p> <p style="padding-left: 40px;">(See 7 FAM 533.8 for SS-5 mailing procedure for posts in Canada, Mexico, and the Philippines.)</p> <p>4. Telephone Number: (301) 594-6580</p> <p style="padding-left: 40px;">Use this number to call the sensitive case staff only for special urgency or hardship cases.</p>
<b>Veterans Administration</b>	<p>A. REGIONAL OFFICE - Washington, D.C.</p> <p>1. Telegraphic routing indicator for all posts except those in Mexico. Mexican posts: see section C.</p> <p style="padding-left: 40px;">a. For all claims, insurance, education, headstone, burial flag, and other miscellaneous inquiries, use:</p> <p style="padding-left: 80px;">RUEVEAU/VARO/WASH DC</p> <p style="padding-left: 40px;">b. If special urgency or hardship is involved, include the following notation on the caption line:</p> <p style="padding-left: 80px;">ATTENTION: VETERANS SERVICES OFFICER</p> <p>2. Mailing address:</p> <p style="padding-left: 40px;">Veterans Services Division (27) Veterans Administration Regional Office 941 North Capitol Street, NE. Washington, D.C. 20421</p> <p>3. Telephone Number: (202) 275-1300</p> <p style="padding-left: 40px;">Use this number only for special urgency or hardship cases. Ask for the current Veterans Services Officer.</p> <p>(continued)</p>



**Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued**

Agency or Department	Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers
<b>Veterans Administration - continued</b>	<p><b>B. VETERANS ADMINISTRATION MEDICAL CENTER (VAMC)</b></p> <p>Refer all service-connected disability inquiries (for instance, on medication, treatment, and prosthetic devices) to VAMC.</p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUEVDHC/VA MEDICAL CENTER/WASH DC</li> <li>2. For special urgency or hardship cases, include the following notation on the caption line: ATTENTION: DIRECTOR, MEDICAL CENTER</li> <li>3. Telephone number: (202) 745-8242 Use this number only for special urgency or hardship cases. Ask for the Chief, Foreign and Insular Unit.</li> <li>4. Mailing address: Foreign and Insular Unit (136F) Veterans Administration Medical Center 50 Irving Street, NW Washington, D.C. 20422</li> </ol> <p><b>C. VETERANS ADMINISTRATION REGIONAL OFFICE - HOUSTON, TEXAS</b></p> <p><b>TO BE USED ONLY BY POSTS IN MEXICO</b></p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUCHLGT/VARO/HOUSTON TX</li> <li>2. For special urgency or hardship cases, include the following notation on the caption line:</li> <li>3. Telephone number: (713) 660-4350 Use this number only for special urgency or hardship cases. Ask for current Veterans Services Officer.</li> <li>4. Mailing address: Veterans Services Division (27) Veterans Administration Regional Office 2515 Murworth Drive Houston, Texas 77054</li> </ol>

**Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued**

Agency or Department	Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers
Department of Labor	<p>A. FEDERAL EMPLOYEE COMPENSATION</p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUEAUSA/DOL/WASH DC</li> <li>2. Include the following caption line: DOL FOR BRANCH OF SPECIAL CLAIMS</li> <li>3. Telephone number: (202) 523-6490 Use this number only for special urgency or hardship cases.</li> <li>4. Mailing address:  Department of Labor Office of Workers Compensation Programs P.O. Box 37117 Washington, D.C. 20013-7117</li> </ol> <p>B. BLACK LUNG PROGRAM</p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUEAUSA/DOL/WASH DC</li> <li>2. Include the following caption line: DOL FOR BLACK LUNG PROGRAM</li> <li>3. Telephone number: (202) 523-6711 Use this number only for special urgency or hardship cases.</li> <li>4. Mailing address:  Department of Labor Room C 3515 (Black Lung) 200 Constitution Ave., NW. Washington, D.C. 20210</li> </ol>

<b>Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued</b>	
<b>Agency or Department</b>	<b>Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers</b>
<b>Railroad Retirement Board (RRB)</b>	<ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUCLHBD/RRB/CHICAGO ILL</li> <li>2. Telegraphic caption line: RRB for RC2723</li> <li>3. Telephone number: (312) 751-4650 Use this number only for special urgency or hardship cases.</li> <li>4. Mailing address:  Railroad Retirement Board ATTN: RC2723 844 North Rush Street Chicago, IL 60611</li> </ol>
<b>Military Finance Centers</b>	<ol style="list-style-type: none"> <li>A. AIR FORCE ACCOUNTING AND FINANCE CENTER               <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUVKDVA/AFAFC/DENVER CO</li> <li>2. Telegraphic caption line: ATTN: RETIRED PAY</li> <li>3. Telephone number: (303) 370-7051</li> <li>4. Mailing address:  Air Force Accounting and Finance Center Retired Pay and Technical Branch Denver, CO 80279-5000</li> </ol> </li> <li>B. ARMY FINANCE AND ACCOUNTING CENTER               <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator:  RUFEFIN/USAFAC/INDIANAPOLIS IN</li> </ol> </li> </ol>
(continued)	

**Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued**

<b>Agency or Department</b>	<b>Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers</b>
<b>Military Finance Centers</b> - continued	<p>2. Telegraphic caption line: ATTN: DEPT 95</p> <p>3. Telephone number: (317) 542-2900</p> <p>4. Mailing address: Army Finance and Accounting Center ATTN: Retired Pay Operation - Dept. 95 Indianapolis, IN 46249-1526</p> <p>C. MARINE CORPS FINANCE CENTER</p> <p>1. Telegraphic routing indicator: RUCIMJA/MARFINCEN/KANSAS CITY MO</p> <p>2. Telegraphic caption line: ATTN: CODE CPR</p> <p>3. Telephone number: (816) 926-7125</p> <p>4. Mailing address: Marine Corps Finance Center Retired Pay Division Code CPR 1500 East 95th Street Kansas City, MO 64197-0001</p> <p>D. NAVY FINANCE CENTER</p> <p>1. Telegraphic routing indicator: RUEDAKA/NAVFINCEN/CLEVELAND OH</p> <p>2. Telegraphic caption line: ATTN: CODE 30</p> <p>3. Telephone number: (216) 522-5955</p> <p>4. Mailing address: Navy Finance Center 1240 East 9th Street Cleveland OH 44199-2058</p>

<b>Telegraphic and Mailing Addresses for Communications With Federal Benefits-Paying Agencies—Continued</b>	
<b>Agency or Department</b>	<b>Telegraphic Routing Indicators, Mailing Addresses, and Telephone Numbers</b>
<b>Internal Revenue Service</b>	<p>Post are encouraged to direct IRS inquiries to the appropriate Regional Revenue Service Representative (RSR). If this is not possible, posts may contact IRS centrally, using the following channels:</p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: RUEVFXZ/IRS/WASH DC</li> <li>2. Telegraphic caption line: ASSISTANT COMMISSIONER INTERNATIONAL</li> <li>3. Telephone number: (202) 287-4310</li> <li>4. Mailing address: Internal Revenue service ATTN:OP:I:C:TPS 950 L'Enfant Plaza South, SW. Washington, D.C. 20024</li> </ol>
<b>Office of Personnel Management (OPM)</b>	<p>A. PRIORITY COMMUNICATIONS</p> <p>Refer to 85 State 234375 for guidelines on routing of priority and routine communications.</p> <ol style="list-style-type: none"> <li>1. Telegraphic routing indicator: SECSATE WASH DC                      NOTE: OPM does not have its DEPT PASS OPM WASH DC              own routing indicator.</li> <li>2. Telegraphic caption line: FOR PRIORITY CORRESPONDENCE UNIT - ROOM 1323B</li> <li>3. Telephone number: Not Available</li> <li>4. Mailing address: See 85 State 238375 for the various addresses. Priority correspondence should be mailed to:  Office of Personnel Management Priority Correspondence control Unit Room 1323B 1900 E Street, NW. Washington, D.C. 20415</li> </ol> <p>B. FOREIGN SERVICE NATIONAL (FSN) INQUIRIES</p> <p>Refer to 85 State 254808 which discusses handling FSN inquiries with OPM.</p>

# 7 FAM 522 Exhibit 522.4-1

## Sample Telegram on Misdirected Treasury Checks

### Sample Telegram on Misdirected Treasury Checks

TELEGRAM			
FROM		CLASSIFICATION	
Amembassy ISLAMABAD		UNCLASSIFIED	
12356	N/A		
E.O. <del>11652</del>	CFED (BARNES, Darrell H.)		
TAGS:	MISDIRECTED TREASURY CHECK: Darrell H. Barnes		
SUBJECT:			
ACTION:	<p>Amembassy Manama Immediate</p> <p>INFO SECSTATE WASHDC Immediate</p> <p>INFO DEPTREAS</p> <p>DEPT PASS OPM WASH DC</p> <p>DEPT FOR CA/OCS/CCS</p> <p>TREAS FOR F-FO:OG:PIB</p> <p>UNCLAS ISLAMABAD</p> <p>1. Post has received annuity check for Darrell H. Barnes, CSA 727272, address: P.O. Box 95095, Awalibahrain, Arabian Gulf, Country Code: 000 (Pakistan's Code).</p> <p>2. Check was forwarded today to Amembassy MANAMA by air pouch, with registration number 9930993.</p> <p>3. For OPM: Please correct country code number.</p> <p>WALTERS</p>		
DRAFTED BY:	DRAFTING DATE	TEL. EXT.	COMMENTS AND CLASSIFICATION APPROVED BY:
KBAndriessen:mm	10/15/86	355-7379	TGWenzell
CLEARANCES:			
UNCLASSIFIED			
CLASSIFICATION			
OPTIONAL FORM 153 (Formerly FS-413) January 1975 Dept. of State			

## 7 FAM 522 Exhibit 522.8-5

### U.S. Department of the Treasury REASON-FOR- RETURN CODES For Federal Benefit Checks

Benefits-Paying Agency	Check Legends	Reason for Return	Codes
SSA	SOC SEC for (MONTH) SOC SEC INS MINERS BEN	Address Reasons ----- Miscellaneous ----- Death of Payee----- Death of Representative Payee-----	AD MS DT DR
IRS	TAX REF	Address Reasons ----- Other-----	2 3
VA	(Check Legends Begin with VA)	Undeliverable----- Remarriage----- Death of Beneficiary----- Returned by Payee Office at VA Request----- Other-----	1 2 3 5 6
OPM SUBSTITUTE CHECKS MISCELLANEOUS CHECKS	CSA Annuity CSF Annuity	Address Reasons ----- Remarriage----- Death of Beneficiary----- Working----- Other----- With Correspondence----- Death of Representative Payee-----	2 4 6 7 10 11 14 (OPM only)
PUBLIC DEBT INTEREST ON SEIES h BONDS	SERIES H INT	Death----- All Others	D (No code - return checks with correspondence)